

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

February 4, 2009

**SUBJECT:** REPORTING/INVESTIGATING LOST, STOLEN, DAMAGED, OR DESTROYED DEPARTMENT-ISSUED LAPTOP COMPUTERS

**PURPOSE:** Department-issued laptop computers contain confidential law enforcement-sensitive information. If lost or stolen, information contained in these laptops could be used against law enforcement personnel and possibly jeopardize ongoing investigations. This Order outlines reporting and investigating procedures for lost, stolen, damaged, or destroyed Department laptop computers.

**PROCEDURE:** When it is determined that a Department laptop computer or associated accessory (e.g., connected storage, external communication devices, etc.) has been lost, stolen, damaged, or destroyed, the procedures outlined in this Order shall be followed.

**I. EMPLOYEE'S RESPONSIBILITIES.** When it is determined that a Department-issued laptop computer or associated accessory is lost, stolen, damaged, or destroyed, employees shall:

- \* Immediately notify a supervisor;
- \* Prepare an Employee's Report, Form 15.07.00, outlining the circumstances of its loss, theft, damage, or destruction; and,
- \* Complete an Investigative Report (IR), Form 03.01.00, if necessary.

**Note:** All reports shall document the make, model, asset tag number (if known), date, time, location of occurrence, and what actions were taken in an attempt to locate the lost equipment.

**II. SUPERVISOR'S RESPONSIBILITIES.** Upon receiving the notification that a Department laptop computer or associated accessory is lost, stolen, damaged, or destroyed, the supervisor shall:

- \* Conduct an investigation and ensure all procedures outlined in the Employee's Responsibilities were followed and the appropriate report(s) was completed;
- \* Document the investigation on the Sergeant's Daily Report, Form 15.48.00; and,
- \* Forward the original Employee's Report, a copy of the

IR (if completed) and a Sergeant's Daily Report for the commanding officer's review.

**Note:** Laptop computers/data storage devices with sensitive data that are stolen and may be linked to terrorism or the work of a foreign agent shall be reported to Major Crimes Division (MCD).

**III. COMMANDING OFFICER'S RESPONSIBILITIES.** The Area/division commanding officer shall:

- \* Review reports forwarded by the investigating supervisor and initiate a Complaint Form, Form 01.28.00, when appropriate;
- \* Forward an Intradepartmental Correspondence, Form 15.02.00, and copies of the completed reports to their bureau commanding officer for review; and,

**Note:** The Intradepartmental Correspondence shall detail the circumstances of the incident and actions taken by the commanding officer.

- \* Maintain a copy of the Employee's Report and any related reports at the division of issuance.

**Note:** Commanding officers of commands assigned Department laptop computers or associated accessories shall maintain a current inventory record. Audits shall be conducted semi-annually, during the months of April and October, to determine if any equipment is lost, stolen, damaged, or destroyed. The results of those audits shall be forwarded via the chain of command to Information and Communications Services Bureau (ICSB).

**IV. BUREAU COMMANDING OFFICER'S RESPONSIBILITIES.** The bureau commanding officer shall review the results of the investigation and forward copies of the reports to Administrative and Technical Services Bureau (ATSB) and ICSB.

**V. RECOVERY OF LOST OR STOLEN EQUIPMENT.** When equipment that has been reported lost or stolen is returned or located, it shall be returned to ICSB to determine if it has been compromised. In addition, a Follow-Up Investigation, Form 03.14.00, shall be completed and a

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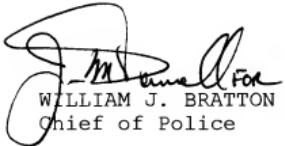
copy of the follow-up investigation shall be forwarded to:

- \* Reporting division;
- \* Issuing division;
- \* Issuing bureau;
- \* ATSB;
- \* ICSB; and,
- \* MCD.

Information and Communications Services Bureau will reissue the equipment after appropriate steps have been taken to refresh stored data.

**AMENDMENT:** This Order adds Section 3/579.30 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Information and Communications Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



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Chief of Police

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